

DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS-ATASCADERO
RECOVERY & MALL SERVICES (RMS)

JOB CLASSIFICATION: BEAUTY SHOP MANAGER
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Supervises and coordinates the operation of patient beauty service in a state institution. May perform various beauty services for patients requiring special attention; record observations of patient behavior; arranges for and supervises maintenance of beauty shop equipment; establishes and maintains standard of shop sanitation and cleanliness; keeps and prepares records/reports.

55% Personally performs beauty services for inmates, wards or residents requiring special attention. Develops and implements schedule to equitably meet the beauty needs of the patients. Coordinate special hair care services as needed for units or patients requiring special attention.

30% Requisitions supplies and equipment, maintains records of beauty shop operations, observes and enforces standards of shop sanitation and safety. Develop and implement daily/monthly compliance strategies and documentation of sanitation and sterilization procedures. Develop and implement procedures for procurement and maintenance supplies / equipment. Follows established antisepsis, sterilization and safety as applied to beauty shop operations. Follows prescribed mixing and use of sterilization chemicals.

15% Provide leadership and assistance to the patients. Ensure the appropriate procedures are followed daily. **Provides encouragement and instruction to patients to develop interest and pride in personal appearance and good grooming.** Attend RMS meetings and scheduled mandatory core training. Perform other duties needed to meet the needs of the hospital and program.

2. SUPERVISION RECEIVED

Program Assistant, Recovery Mall Services

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Principals and practices of cosmetology and skill in their application, including treatment of hair, face and hands; beauty shop apparatus and skill in its use; required practices of antisepsis, sterilization, sanitation, and

safety as applied to beauty shop operations; principles of effective supervision.

ABILITY TO: Read and write English at a level required for successful job performance; direct the work of others; manage a large beauty shop; train inmates, wards or residents in beauty shop services; establish rapport with inmates, wards or residents; analyze situations accurately and adopt an effective course of action; keep records and prepare reports.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CPR

N/A

AGE SPECIFIC

Demonstrates knowledge of assessment commensurate with the age group of these patients, and specific assessment issues related to these populations.

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies and removes restraint and/or seclusion.

RELATIONSHIP SECURITY

Demonstrate professional interactions with patients and maintains therapeutic boundaries.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Knowledge in principles, practices, and techniques of barbering; and methods of effective training and supervision. The employee demonstrates professional

interaction with patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Knowledge and skills in the use of beauty shop tools and equipment; antisepsis, sterilization applied to beauty shop / barber shop operations.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services. Employee in this classification must:

Possess a valid California state license to practice as a hairdresser and a valid license to practice as a cosmetician by the California Board of Barbering and Cosmetology.

7. TRAINING - Training Category = 04

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

_____ Employee's Signature	_____ Print Name	_____ Date
_____ Supervisor's Signature	_____ Print Name	_____ Date
_____ Reviewing Officer's Signature	_____ Print Name	_____ Date